

Camp El-O-Win

Job Description

Job Title: Assistant Cook

Classification: Nonexempt (Seasonal)

Reports to: Head Cook

Position Purpose:

To assist the Head Cook in providing nutritious, well-prepared meals, which are served to all campers, staff, and guests.

Essential Job Functions:

1. Assist in the daily operations of the camp's food service.
 - Prepare and cook food as the menu indicates utilizing frying, boiling, broiling, steaming, roasting of meat, poultry, seafood, fish, vegetables, salads, soups, and gravies.
 - Prepare foods including washing and peeling.
 - Bake breads, pastries, muffins, etc.
 - Set up food, supplies, and utensils for dining hall distribution.
 - Store food and leftovers at proper temperature.
2. Assist in routine sanitation of the kitchen and related equipment.
 - Clean and maintain all food-preparation and storage areas.
 - Supervise the cleaning of prep, serving, and dining hall dishes.
 - Reduce waste, reuse items, and recycle as indicated through the camp's procedures.
3. Work as a member of a food service team.
 - Coordinate schedule and job tasks under direction of Head Cook, with other cooks, and kitchen assistants.
 - Assist with directing the work of the kitchen assistants.

Other Job Duties:

Consideration may be given to tasks related to maintenance of bathrooms and laundry areas that serve the kitchen staff and functions.

Equipment Used:

Ovens, stoves, mixer, dishwasher, meat slicer, knives, refrigeration units, food service utensils and plates, washing machine, etc.

Qualifications:

- Experience in institutional or food service setting.
- Desire to work in the food service area.
- Knowledge of standards of food preparation and serving, storage of food, and kitchen procedures.
- Must submit required employment forms prior to the first day of camp.

Knowledge, Skills, and Abilities:

- Knowledge of current health and safety laws and practices is essential.
- Knowledge of and experience in preparation of special dietary foods including vegetarian foods.
- Knowledge of food service sanitation.

Physical Aspects of the Job:

- Ability to lift and carry 50 pounds including unloading food, supplies, and equipment as needed.
- Visual and auditory ability to identify and respond to environmental and other hazards of the site and facilities and camper and staff behavior.
- Physical ability to operate kitchen equipment according to safe, recommended methods.
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more).
- Determine cleanliness of dishes, food surfaces, and kitchen area.
- Ability to assess condition of food.

Physical requirements include: endurance including prolonged standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the dirt, sun, heat and varying weather conditions and animals such as bugs, snakes, bats, etc.